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CORPORATION GUIDANCE ON STATE COMMISSIONER PRINCIPLES AND RESPONSIBILITIES

Principles and Responsibilities of Commissioners

In order to effectively manage AmeriCorps, the Act (1993) stipulated that state service Commissions would oversee the programs in their respective states and territories. Fulltime staff would be hired to manage day-to-day operations of these Commissions with granting guidance provided by governor appointed Commissioners as their board of directors. These Commissioner volunteers represent a wide variety of backgrounds and experiences, which are in accord with federal guidelines.

Commissioners oversee the granting of thousands of dollars to AmeriCorps programming. They accomplish this by funding select programs that address unmet community needs and enhance the quality of life for its citizens. Commissioners are to maintain ethical and practical principles while administering these grants. Additionally, both Commissions and Commissioners are spokespersons for national service and volunteerism.

General Principles & Responsibilities

- The Commission addresses the process of engaging Commissioners in active leadership and training as it relates to being a successful volunteer leader.
- The Commission works to assure a process to hire, train and support executive leadership based on state priorities.
- Commissioners understand the history of national service, volunteerism, and community service in their state.
- The Commission has a process that outlines its mission through vision statements that reflect community and national service. This includes a regular planning process with appropriate strategies, and objectives, which are reflective of the state's needs.
- The Commission understands its structure in its state.
- The Commission has policies and procedures in place to ensure compliance with federal, state, and local laws and regulations.
- The Commission has a statement of ethical policies and procedures for its activities and that of its members.
- The Commission implements risk management procedures to protect the Commission and its programs.
- The Commission receives orientation on national and community service, Commission governance and/or responsibilities, and leadership development.
- The Commission establishes objectives to support its strategy to promote volunteerism and service in the state.

- The Commission conducts a grant process that follows local, state, and federal laws and guidelines.
- The Commission establishes expectations for subgrantees as they relate to monitoring and compliance.
- Commissioners mobilize and bring cash and in-kind resources for the fulfillment of the Commission's mission.
- Commissioners have an obligation to be good financial stewards of money raised and managed for Commission programs.
- Commissioners, as appropriate to their role, oversee the financial management systems.
- Commissioners advocate with other groups and individuals to promote volunteerism and service.
- Commissioners develop a public relations strategy.